

3/5/02

**SUBJ: AIRWAY FACILITIES NATIONAL HONORARY AWARDS FOR EXCELLENCE PROGRAM**

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- 1. PURPOSE.** This order establishes an annual national awards program for the recognition of employees within the Airway Facilities (AF) organization. This program is honorary in nature. Nominations are based on outstanding contributions and accomplishments throughout headquarters, regions, and field offices. A peer/subordinate/co-worker nomination/selection process is used.
- 2. DISTRIBUTION.** This order is distributed to all employees within the Airway Facilities Service. This includes Washington headquarters, regions, and field offices.
- 3. CANCELLATION.** Order 3450.37, Airway Facilities National Honorary Awards for Excellence Program, dated April 9, 1993, is canceled.
- 4. BACKGROUND.**
  - a. In 1991, the AF Honorary Awards for Excellence Program was implemented nationally to recognize the entire AF complex, inclusive of all AF employees in the Washington headquarters, regional divisions, and field offices.
  - b. In conjunction with this program, a Key for Excellence Award was established. This Key Award is presented by and at the discretion of the Director of Airway Facilities.
- 5. EXPLANATION OF CHANGES.** This revision updates the Award categories and includes the addition of the NAS Implementation (ANI) organization, the inclusion of the National Aeronautical Charting Office (NACO) into the Aviation Standards Office (AVN), and the three Operations Control Centers (OCC). For the purpose of this awards program, the term "geographical region" will be used to identify the employees physically located in the AXX-400 region, the ANI Implementation Center (IC), and the OCC located in that region.
- 6. SCOPE.** The AF National Honorary Awards for Excellence Program provides a means of expressing appreciation by peers/subordinates/co-workers for individual and group performance that is superior or special in nature in any of the award categories shown in Appendix 1, Paragraph 4. This program in no way limits managers/supervisors from nominating subordinates or subordinates nominating managers/supervisors.
- 7. AWARD CATEGORIES.** The categories for the AF National Honorary Awards for Excellence are listed in Appendix 1, Award Categories and Criteria.



**8. PROCEDURES.** Procedures for nominations and selection for the awards are presented in Appendix 2, Nomination and Selection Procedures.

**9. RESPONSIBILITIES.**

a. **National Responsibilities.** The AF Executive Resource Staff, AAF-3B, is responsible for the overall coordination of the AF National Honorary Awards for Excellence Program and is responsible for:

- (1) Issuing a call for nominations in March of each year to the headquarters coordinator (AFZ-600) and geographical regions.
- (2) Establishing and supporting the AF National Honorary Awards for Excellence selection panel and process; and for notifying AFZ-600 and geographical region Honorary Award Coordinators of the final selections.
- (3) Verifying resources to support and conduct the AF National Honorary Awards for Excellence Program National ceremony in Washington Headquarters in October or November of each year.
- (4) Coordinating with the Office of Public Affairs for publicity and DOT photographic services.
- (5) Production/acquisition of recognition plaques, personnel recognition certificates, or other appropriate forms of recognition for the AF National Honorary Awards for Excellence Program.
- (6) Critiquing and improving the awards process.

b. **Washington Headquarters and Geographical Region Responsibilities.** Headquarters and geographical Honorary Awards Coordinators are responsible for the overall coordination within their respective organizations. Specifically, the coordinators shall:

- (1) Distribute the call for nominations to headquarters, geographical regions, and field office employees.
- (2) Ensure the AF National Honorary Awards for Excellence Program receives publicity.
- (3) Establish selection panel(s) for Washington headquarters and geographical regions. Ensure notification of selections to nominating organizations.
- (4) Ensure winning nominations for the AF National Honorary Awards for Excellence Program are forwarded to AAF-3B by approximately May 15 of each year.
- (5) Ensure production/acquisition of recognition plaques, personnel recognition certificates, or other appropriate forms of recognition for HQ and geographical region recognition ceremonies.
- (6) Critique and improve the awards process.



c. **System Management Office (SMO), ANI IC, and OCC Responsibilities.** The SMO, the ANI IC, and the OCC Honorary Awards Coordinators are responsible for the overall coordination within their respective locations. Specifically, the SMO, ANI IC, and OCC Honorary Awards Coordinators shall:

(1) Distribute the call for nominations to their field office employees.

(2) Ensure the AF National Honorary Awards for Excellence Program receives publicity.

(3) Forward nominations from SMO, ANI IC, and OCC employees to the Geographical Region Honorary Awards Coordinator by dates established.

(4) Ensure availability of resources to support their respective honorary awards.

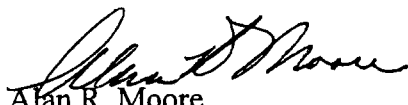
(5) Critique and improve the awards process.

## 10. AWARD CEREMONIES.

a. **National Ceremony.** A ceremony to honor recipients of the AF National Honorary Awards for Excellence awards will be held in Washington in October or November of each year.

b. **Headquarters and Geographical Ceremonies.** All nominees shall be recognized at appropriate award ceremonies between the third week of July and the end of the fiscal year. Attendance at the respective ceremonies when travel funds are required will be at the discretion of the appropriate manager (Program Director/Staff Manager/Regional Division Manager/IC Manager/OCC Manager).

11. **TRAVEL AND PER DIEM.** In accordance with the FAA Travel Policy and applicable bargaining unit agreements: Recipients of awards shall be authorized necessary travel and per diem to attend the award ceremony away from their duty stations, provided funding is not restricted. In the case of winners being a team or group, travel and per diem may be authorized for at least one AF representative of that team or group. Invitational travel orders for a family member or guest of award recipients to attend the award ceremony may be authorized in accordance with DOT/FAA regulations. Recipient(s)' organization will provide funding for travel and per diem.



Alan R. Moore  
Director of Airway Facilities



## APPENDIX 1. AWARD CATEGORIES AND CRITERIA

### 1. DEFINITION OF TERMS:

a. "Technical" and "Non-technical" as it pertains to these awards. Technical refers to any AF individual/team/group whose accomplishment(s) provided first or second level, hands-on support of the NAS (equipment or systems). Non-technical refers to any AF individual/team/group whose accomplishment(s) is not defined as "Technical."

b. Team/Group must include at least two AF employees but no more than 20 total team/group members, unless otherwise specified.

**2. ELIGIBILITY.** Eligibility for these awards includes all AF personnel, regardless of bargaining unit status, unless otherwise specified. No award will be given if adverse actions or performance issues are pending. Awards cover the period of "Call-to-Call."

**3. AWARD TITLES:** The honorary award categories, listed alphabetically by award title, are:

- a. Administrative Excellence
- b. Against All Odds
- c. Community and Volunteer Service
- d. High Flyer
- e. Leadership
- f. Managerial/Supervisory Excellence
- g. Mentoring
- h. Model Work Environment
- i. Outstanding Contribution to the AF Mission (External Award)
- j. Secretarial/Clerical Excellence
- k. Star of Excellence
- l. Team Achievement
- m. 20/20 Foresight





**4. AWARD CATEGORIES/CRITERIA.** Honorary awards will be presented in the following categories and will be based on an overall high level of performance in any one of the 13 areas listed below.

a. **Administrative Excellence Award.** Honors an AF individual/team/group in the administrative area whose commitment to excellence has made substantial contributions to the overall success of AF.

**Eligibility:** All AF personnel serving in an administrative role who provide non-technical support. (Individual/Team/Group). Team/Group must include at least two AF employees but no more than 20 total team/group members.

b. **Against All Odds Award.** ☐ Technical ☐ Non-Technical. Honors an AF employee/team/group who have overcome substantial obstacles, either organizational or technical, in furtherance of the AF mission. Such accomplishments illustrate the skills necessary to cut through red tape, overcome bureaucratic barriers, and effectively manage political, community, or organizational issues.

**Eligibility:** All AF personnel. (Individual/Team/Group). Two awards will be given, one technical and one non-technical. Team/Group must include at least two AF employees but no more than 20 total team/group members.

c. **Community and Volunteer Service Award.** Honors an AF employee who demonstrates outstanding leadership and/or who has made significant contributions to his or her community through efforts such as volunteer work, an act of heroism or a "Good Samaritan" act.

**Eligibility:** All AF personnel. (Individual).

d. **High Flyer Award.** ☐ Technical ☐ Non-Technical. Honors an AF employee/team/group for significant acts, services or achievements that substantially aid the successful accomplishment of the AF mission. The positive, constructive acts embodied by this award may include, but are not limited to: accomplishments of a particularly difficult or important mission, operation, or assignment in a manner that reflects credit on the individual and the organization; improvements or innovations that are of major significance to the accomplishment of the AF mission; and development of a new procedure or process that results in substantially increased productivity, efficient resource management, or economy of operation.

**Eligibility:** All AF technical or non-technical personnel. (Individual/Team/Group). Two awards will be given, one technical and one non-technical. Team/Group must include at least two AF employees but no more than 20 total team/group members.

e. **Leadership Award.** Honors an AF employee who is regarded by his/her co-workers by displaying excellence in leadership. Fosters an atmosphere where people are free to be open and is dedicated to sharing ideas and instilling pride in work accomplishments. Recognizes and draws out talents of others, thus enabling them to feel empowered to accomplish goals.

**Eligibility.** All AF personnel. (Individual).



f. **Managerial/Supervisory Excellence Award.** Honors an AF employee who serves in a managerial or supervisory role and is regarded by his or her subordinates to have made exceptional contributions to human resource management; demonstrates effective leadership; communicates with employees; effectively balances organizational and employee needs; and achieves the organization's goals and objectives through encouraging employee participation.

**Eligibility.** All AF managers/supervisors. (Individual).

g. **Mentoring Award.** Honors an AF employee who displays notable leadership as a mentor or role model by inspiring, encouraging, guiding, and assisting others to accomplish higher expectations. Consistently seeks innovative ways to enhance career opportunities for others.

**Eligibility.** All AF personnel. (Individual).

h. **Model Work Environment Award.** ☐ Managerial/Supervisory ☐ Non-Managerial/Supervisory. Honors an AF employee/team/group whose accomplishments focused on creating and maintaining a positive work environment with emphasis on the elimination of barriers (sexual harassment, hostile work environment, etc.) and the creation of opportunities for employment and advancement of all employees. This is accomplished through motivating others and demonstrating superior accomplishments in recruitment, training, or other activities through skill, imagination, innovation, and perseverance in fostering EEO and cultural diversity. Nominations should only be made for activities above and beyond the expected norm.

**Eligibility.** All AF personnel. (Individual/Team/Group). Two awards will be given, one managerial/supervisory and one non-managerial/supervisory. Team/Group must include at least two AF employees but no more than 20 total team/group members.

i. **Outstanding Contribution to the AF Mission.** This external award honors a non-AF Government or Non-Government individual/team/group, who has in some significant way, either promoted, enhanced, or supported the AF organizations.

**Eligibility.** All non-AF Government and non-Government individual/team/group. Nomination of AF employees will not be accepted for this category. Team/Group can have no more than 20 total team/group members.

j. **Secretarial/Clerical Excellence Award.** Honors an AF secretary or clerical individual/team/group who demonstrates outstanding performance, quality work, and dedication to the organization. Through his/her own initiative, demonstrates ability to plan, analyze, and work independently.

**Eligibility.** All AF secretaries and clerical employees. (Individual/Team/Group). Team/Group must include at least two AF employees but no more than 20 total team/group members.

k. **Star of Excellence.** ☐ Technical ☐ Non-Technical. Honors an AF employee who, in his or her co-worker's judgment, exemplifies the qualities of excellence in performance, having displayed over a substantial period of time (3-5 years), sustained dedication and made significant contributions which have benefited the FAA mission. This honor shall not be given for any specific one-time contribution.

**Eligibility:** All AF personnel. (Individual) Two awards will be given, one technical and one non-technical.



1. **Team Achievement Awards.** ☐ Technical ☐ Non-Technical. Honors a group or team of AF employees, who through their actions and teamwork, have made a significant contribution toward accomplishing the AF mission.

**Eligibility.** All AF personnel. (Team/Group). Two awards will be given, one to a technical team and one to a non-technical team. Team/Group must include at least two AF employees but no more than 20 total team/group members.

m. **20/20 Foresight Award.** Honors an AF employee/team/group who has exhibited superior talent in leading, establishing, or achieving future program direction while keeping pace with current demands and adapting to changing circumstances. Demonstrates unique skill in leading the AF organization to meet future aviation demands. Such accomplishments may illustrate courage or perseverance against great odds or difficulties, great strides in scientific, technological, or administrative advancement through innovative risk-taking. In addition, the achievement is consistent with AF Strategic Values: *Quality and Excellence; Valuing our Work Force; Empower our Employees; Responsiveness to the Customer; Dedication to Professionalism; Teamwork.*

**Eligibility:** All AF personnel. (Individual/Team/Group). Team/Group must include at least two AF employees but no more than 20 total team/group members.

**5. DIRECTOR'S KEY OF EXCELLENCE AWARD.** This is an individual award granted by and at the discretion of the Director of Airway Facilities for outstanding contributions to the Airway Facilities' mission. The headquarters Program Directors, Staff Managers, and Regional Division Managers will recommend, via a signed memo, up to 15 names for consideration. Individuals only receive this award once during their Federal career. The Manager/Supervisor must ensure no adverse action or performance issues involving nominees are pending. Each individual recommendation must be accompanied by a short justification (no more than one-half page). These recommendations will be sent directly to the National Honorary Awards Coordinator (AAF-3b) by approximately May 15.



## **APPENDIX 2. NOMINATION AND SELECTION PROCEDURES**

**1. NOMINATION PROCEDURES.** When writing a nomination, nominators must cite specific examples of how and what the nominee accomplished as it pertains to that particular award criteria.

**a. Washington Headquarters/AF Geographical Regions.**

(1) For the purpose of this awards program, Washington Headquarters employees are all employees in Airway Facilities staff offices, Resources Management Program (AFZ); NAS Implementation Program (ANI) Engineering Center; NAS Operations Program (AOP); Operational Support Program (AOS); Spectrum Policy and Management Program (ASR); and Aviation System Standards (AVN), regardless of where they are physically located.

(2) All AAF employees have the opportunity to submit nominations in the award categories listed in Appendix 1, Award Categories and Criteria.

(3) Employees may be nominated for more than one award category; however, **DUPLICATE WRITE-UPS FOR DIFFERENT CATEGORIES ARE NOT VALID.** Write-up can be similar, but must address the criteria for that particular category. Only one category per nomination sheet will be accepted.

(4) Employees will not be eligible to receive an award in the same category in two consecutive years.

(5) System Management Office (SMO), ANI Implementation Center, and Operations Control Center (OCC) employees shall submit nominations to the Geographical Honorary Awards coordinator by dates established by the respective divisions. All AOS and AVN employees shall submit nominations to their Honorary Awards coordinator by dates established by their respective offices. All other employees shall submit their nominations to the HQ AF Honorary Awards Coordinator (AFZ-600).

(6) All AF Honorary Awards Coordinators shall coordinate with the Manager/Supervisor to ensure no adverse action or performance issues involving nominees are pending. No award will be given if adverse actions or performance issues are pending.

(7) The AOS and AVN awards coordinators will send nominations (without editing) to the Washington Headquarters Award Coordinator in AFZ-600. The Washington Headquarters Award Coordinator must receive these original nominations by date established.

(8) In order to be considered, all nominations must be legible. They shall be printed or typed, and signed by the nominator. The nomination must not exceed the space provided on the form, and no additional pages will be accepted.

(9) The Headquarters and each Geographical AF National Honorary Awards Coordinator shall panel all nominations resulting in one nomination in each category. These original nominations (without editing) must be received by AAF-3B by approximately May 15.





## **2. SELECTION PROCEDURES.**

- a. ALL nominations will be reviewed and ranked by the panel.
- b. Rating panels at ALL levels will use standard rating sheets provided by the National Awards Coordinator.
- c. The National selection panel for the AF National Honorary Awards for Excellence may consist of headquarters/geographical personnel. It shall be comprised of representation as follows:
  - (1) Nonsupervisory - FG-5 thru 8 or Core Compensation equivalent.
  - (2) Nonsupervisory - FG-9 thru 14 or Core Compensation equivalent.
  - (3) Manager/Supervisor
- d. All other rating panels shall be comprised of representation as follows:
  - (1) Nonsupervisory - FG-5 thru 8 or Core Compensation equivalent.
  - (2) Nonsupervisory - FG-9 thru 14 or Core Compensation equivalent.
  - (3) Manager/Supervisor
- e. Participation of headquarters and/or geographical personnel to serve on the AF National Honorary Awards for Excellence Program selection panel may be solicited by AAF-3B. The panel will convene in Washington headquarters.
- f. Only one nomination per category from headquarters and each geographical region shall be submitted to AAF-3B for consideration.



**APPENDIX 2. AF NATIONAL HONORARY AWARDS FOR EXCELLENCE NOMINATION**

**CATEGORY:** (Please check ONE - Criteria is found on reverse) ☐ Administrative ☒ **Against Odds** ☐ Tech ☒ **Non-Tech**  
☐ Community/Volunteer ☐ High Flyer ☐ Tech ☐ Non-Tech ☐ Leadership ☐ Managerial/Sup ☐ Mentoring  
☐ MWE ☐ Mgr./Sup. ☐ Non-Mgr./Sup.] ☐ Outstanding Contribution ☐ Sec/Clerical ☐ Star ☐ Tech ☐ Non-Tech  
☐ Team Achievement ☐ Tech ☐ Non-Tech ☐ 20/20 Foresight

NOMINEE (INDIVIDUAL/TEAM/GROUP) NAME: Susan J. Smith  
 (On above line, list nominee's name preference for preparation of certificate or plaque; if Team/Group, give Team/Group Name)

TITLE: Program Analyst /REGION: HQ ROUTING SYMBOL: AXX-123

**ATTACH SHEET WITH TEAM/GROUP NAME & MEMBERS NAMES GIVING THE ABOVE INFO FOR EACH MEMBER.**

**NOMINATION: (PRINT/TYPE - USE SPACE PROVIDED - NO ATTACHMENTS - NO SMALLER THAN 10 PITCH - ALL REQUESTED INFORMATION ON THIS FORM MUST BE COMPLETED)**

It is with great pleasure that I nominate Susie Smith for the Against All Odds/Non-Technical award.

Ms. Susie Smith is an exceptional conscientious and dedicated employee and has demonstrated the skills necessary to get the job done. When she is in charge of a project, there is never any doubt that it will be accomplished timely, accurately, and completely. Ms. Smith sets high standards for herself and demonstrates her commitment to excellence.

Over the years, she has been a valuable asset to the AF.

**S A M P L E**

is a valuable asset to the organization. She always displays initiative and is a valuable asset to the organization.

NOMINATOR: John Doe  TELEPHONE: 202-555-1234

(PRINT OR TYPED NAME AND MUST HAVE SIGNATURE)



**AIRWAY FACILITIES NATIONAL HONORARY AWARDS FOR EXCELLENCE - CATEGORIES AND CRITERIA**

☐ **ADMINISTRATIVE EXCELLENCE AWARD.** Honors an AF individual/team/group in the administrative area whose commitment to excellence has made substantial contributions to the overall success of AF.  
**Eligibility:** All AF personnel serving in an administrative role.  
(Individual/Team/Group) – Team/Group must include at least two AF employees but no more than 20 total team/group members.

☐ **AGAINST ALL ODDS AWARD.** ☐ **Technical** ☐ **Non-Technical.** Honors an AF individual/team/group who have overcome substantial obstacles, either organizational or technical, in furtherance of the AF mission. Such accomplishments illustrate the skills necessary to cut through red tape, overcome bureaucratic barriers and effectively manage political, community, or organizational issues.  
**Eligibility:** All AF personnel. (Individual/Team/Group) – Team/Group must include at least two AF employees but no more than 20 total team/group members. **NOTE:** *Technical refers to any AF individual/team/group whose accomplishment provided first or second level, hands-on support of the NAS (equipment or systems). Non-technical refers to any AF individual/team/group whose accomplishment is not defined as "Technical".*

☐ **COMMUNITY AND VOLUNTEER SERVICE AWARD.** Honors an AF individual who demonstrates outstanding leadership and/or who has made significant contributions to his or her community through efforts such as volunteer work, an act of heroism or a "Good Samaritan" act.  
**Eligibility:** All AF personnel. (Individual).

☐ **HIGH FLYER AWARD.** ☐ **Technical** ☐ **Non-Technical** Honors an AF individual/team/group for significant acts, services or achievements that substantially aid the successful accomplishment of the AF mission. The positive, constructive acts embodied by this award may include, but are not limited to: accomplishment of a particularly difficult or important mission, operations or assignment in a manner that reflects credit on the individual and the organization; improvements or innovations that are of major significance to the accomplishment of the AF mission; and development of a new procedure or process that results in substantially increased productivity, efficient resource management or economy of operation.  
**Eligibility:** All AF personnel. (Individual/Team/Group) – Team/Group must include at least two AF employees but no more than 20 total team/group members. **NOTE:** *Technical refers to any AF individual/team/group whose accomplishment provided first or second level, hands-on support of the NAS (equipment or systems). Non-technical refers to any AF individual/team/group whose accomplishment is not defined as "Technical".*

☐ **LEADERSHIP AWARD.** Honors an AF individual who is regarded by his/her co-workers to have displayed excellence in leadership. Fosters an atmosphere where people are free to be open and is dedicated to sharing ideas and instilling pride in work accomplishments. Recognizes and draws out talents of others, thus enabling them to feel empowered to accomplish goals.  
**Eligibility:** All AF personnel. (Individual).

☐ **MANAGERIAL/SUPERVISORY EXCELLENCE AWARD.** Honors an AF individual who serves in a managerial or supervisory role and is regarded by his or her subordinates to have made exceptional contributions to human resources management; demonstrates effective leadership and communication with employees; effectively balances organizational and employee needs; and achieves the organization's goals through employee participation.  
**Eligibility:** All AF managers/supervisors. (Individual).

☐ **MENTORING AWARD.** Honors an AF individual who displays notable leadership as a mentor or role model by inspiring, encouraging, guiding and assisting others to accomplish higher expectations. Consistently seeks innovative ways to enhance career opportunities.  
**Eligibility:** All AF personnel. (Individual).

☐ **MODEL WORK ENVIRONMENT AWARD.**  
☐ **Managerial/Supervisor** ☐ **Non-Managerial/Supervisory.** Honors an AF individual/team/group whose accomplishments focused on creating and maintaining a positive work environment with emphasis on the elimination of barriers (sexual harassment, hostile work environment, etc.) and the creation of opportunities for employment and advancement of all employees. This was accomplished through motivating others and demonstrating superior accomplishments in recruitment, training, or other activities through skill, imagination, innovation, and perseverance in fostering EEO and cultural diversity. Nominations should only be made for activities above and beyond the expected norm.  
**Eligibility:** All AF personnel. (Individual/Team/Group) – Team/Group must include at least two AF employees but no more than 20 total team/group members.

☐ **OUTSTANDING CONTRIBUTION TO THE AF MISSION.** This external award honors a non-AF Government or non-Government individual/team/group, who has to some significant way, either promoted, enhanced, or supported the AF organization.  
**Eligibility:** All non-AF Government and non-Government individuals/team/group. (Individual/Team/Group) – limited to employee group of not more than 20 employees.

☐ **SECRETARIAL/CLERICAL EXCELLENCE AWARD.** Honors AF secretaries or clerical employees who demonstrates outstanding performance, quality work, and dedication to the organization. Through own initiative, demonstrates ability to plan, analyze, and work independently.  
**Eligibility:** All AF secretaries and clerical employees (Individual/Team/Group) – Team/Group must include at least two AF employees but no more than 20 total team/group members.

☐ **STAR OF EXCELLENCE AWARD.** ☐ **Technical** ☐ **Non-Technical.** Honors an AF individual who, in his or her co-worker's judgment, exemplifies the qualities of excellence in performance, having displayed over a substantial period of time (3-5 years), sustained dedication and made significant contributions which have benefited the mission of the FAA. This honor shall not be given for any specific one-time contribution. **NOTE:** *Technical refers to any AF individual/team/group whose accomplishment provided first or second level, hands-on support of the NAS (equipment or systems). Non-technical refers to any AF individual/team/group whose accomplishment is not defined as "Technical".*  
**Eligibility:** All AF personnel. (Individual)

☐ **TEAM ACHIEVEMENT AWARD.** ☐ **Technical** ☐ **Non-Technical.** Honors a team/group of AF employees, who through their actions and teamwork, have made a significant contribution toward accomplishing the mission of AF.  
**Eligibility:** All AF employees/team/group. (Individual/Team/Group) – Team/Group must include at least two AF employees but no more than 20 total team/group members. **NOTE:** *Technical refers to any AF team/group whose accomplishment provided first or second level, hands-on support of the NAS (equipment or systems). Non-technical refers to any AF team/group whose accomplishment is not defined as "Technical".*

☐ **20/20 FORESIGHT AWARD.** Honors an AF individual/team/group who has exhibited superior talent in leading, establishing, or achieving future program direction while keeping pace with current demands and adapting to changing circumstances. Demonstrates unique skill in leading the AF organization to meet future aviation demands. Such accomplishments may illustrate courage or perseverance against great odds or difficulties, great strides in scientific, technological, or administrative advancement through innovative risk-taking. In addition, the achievement is consistent with AF Strategic Values: *Quality and Excellence; Valuing our Work Force; Empower our Employees; Responsiveness to the Customer; Dedication to Professionalism; Teamwork.*  
**Eligibility:** All AF personnel. (Individual/Team/Group) – Team/Group must include at least two AF employees but no more than 20 total team/group members.

